

	REQUEST FOR QUOTATION RFQ ED07-0043		ARIZONA DEPARTMENT OF EDUCATION 1535 W. Jefferson, Bin 37 Phoenix, Arizona 85007 Phone (602) 364-2517 Fax (602) 542-3099
	Quotations will be received until 5:00 P.M., M.S.T.	Due Date 4-13-2007	
	<u>Pubs for Reading First Training</u>		Date: 4-2-2007

VENDOR NOTICE

THIS IS NOT A PURCHASE ORDER

The terms and conditions attached to this form should be reviewed and understood before preparing a quotation. The quotation shall be the best net price. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope. ☒ When checked, this procurement is limited to small businesses participation (see A.A.C. R2-7-101)

BUYER: Jo Summers

VENDOR QUOTATION

Item	Description of Material or Service	Unit	QTY	Price	Extended Price
1	ISBN: 0131707329 Teaching Struggling and At-Risk	Each	1600		
	Readers: A Direct Instruction Approach (paperback)				
	Author: Douglas W Carnine, Jerry Silbert, Edward Kame'enui				
				Subtotal	
				Tax (Rate)	
				Total	

The Undersigned hereby offers and agrees to furnish the service(s) in compliance with all the terms, conditions, specifications and amendments in the solicitation.

Company Name

Name of Person Authorized to Sign Offer

Street Address

Title of Authorized Person

City State Zip Code

Signature of Authorized Person Date of Offer

Telephone Number: _____

Facsimile Number: _____

Employer Identification Number: _____

Delivery shall be made in accordance with attached delivery schedule

Payment Terms: _____

Please check as many as applicable:

____ I certify that my company is a Woman-Owned Business Enterprise (WBE). A WBE is defined as an enterprise where a woman owns at least 51% of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

____ I certify that my company is a Minority-Owned Business Enterprise (MBE). An MBE is defined as an enterprise where an ethnic minority owns at least 51% of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

SCOPE OF WORK

Request for Quotation No. ED07-0043

SCOPE OF WORK

Delivery dates, quantities and locations for the Publications are as follows:

Drop-Ship on MAY 30, 2007

Quantity: 200
Radisson Poco Diablo Resort
1752 S Hwy 179
Sedona, AZ 86339
Contact: Randy Huckabone

Drop-Ship on MAY 30, 2007

Quantity: 200
Desert Willow Conference Center
4340 E Cotton Center Blvd
Phoenix, AZ 85040
Contact: Randy Huckabone

Drop-Ship on JUNE 6, 2007

Quantity: 200
Holiday Inn Palo Verde
4550 S Palo Verde Blvd
Tucson, AZ 85714
Contact: Randy Huckabone

Drop-Ship on JUNE 6, 2007

Quantity: 200
Desert Willow Conference Center
4340 E Cotton Center Blvd
Phoenix, AZ 85040
Contact: Randy Huckabone

Drop-Ship on JUNE 13, 2007

Quantity: 200
Desert Willow Conference Center
4340 E Cotton Center Blvd
Phoenix, AZ 85040
Contact: Randy Huckabone

Drop-Ship on JUNE 13, 2007

Quantity: 150
Yuma District 1
Woodard Jr High
450 6th Street
Yuma, AZ 85364
Contact: Randy Huckabone

Drop-Ship on JUNE 13, 2007

Quantity: 200
Sheraton Crescent
2620 W. Dunlap Ave
Phoenix, AZ 85021
Contact: Randy Huckabone/Valerie

SCOPE OF WORK

Request for Quotation No. ED07-0043

Drop-Ship on JUNE 20, 2007

Quantity: 200

Holiday Inn Palo Verde

4550 S Palo Verde Blvd

Tucson, AZ 85714

Contact: Randy Huckabone

Drop-Ship on JULY 6, 2007

Quantity: 50

Desert Willow Conference Center

4340 E Cotton Center Blvd

Phoenix, AZ 85040

Contact: Randy Huckabone

INSTRUCTIONS AND TERMS & CONDITIONS

Request for Quotation No. ED07-0043

1. **SUBMISSION:** Quotations shall be signed by the offeror where applicable and delivered as designated no later than the date and time indicated on the first page of the document.
2. **OPENING:** This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award.
3. **STANDARD PROVISIONS:** The State of Arizona's Uniform Instructions and Uniform Terms and Conditions, where applicable, are a part of this document as if fully set forth herein. Copies of these documents are available from the D.H.S. Procurement Office.
4. **TAXES:** The State of Arizona is exempt from Federal excise Tax, including the Federal Transportation Tax. Sales Tax, if any, shall be indicated as a separate item.
5. **BID REJECTION:** The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities.
6. **BRAND NAMES:** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request of Quotation.
7. **ERASURE:** Erasures, interlineation or other modifications must be initialed by the individual signing the Request for Quotation.
8. **UNIT PRICE:** In case of error in the extension prices in the Quotation the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date and time for receiving Quotations. Negligence by the vendor in preparing the Quotation confers no right for the withdrawal of the quotation after it has been opened.
9. **PAYMENT:** The state will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any offer that requires payment in less than thirty (30) calendar days shall not be considered.
10. **PAYMENT DISCOUNT:** Payment discount periods will be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
11. **ARIZONA PROCUREMENT CODE:** The Arizona Procurement Code (A.R.S. Title 41), Chapter 23 is available at most public libraries; A.C.C.R. Title 2, Chapter 7 may be purchased from the Arizona Secretary of State; and both are available for review at the A.D.E. Procurement Office.
12. **REASONS FOR CANCELLATION:** Failure to provide materials, supplies or instruments in accordance with specifications or failure to meet the stated delivery commitment shall be cause for IMMEDIATE cancellation of the contract.
13. **AWARD:** Unless otherwise noted herein, award shall be made to the lowest responsive and responsible offeror.